



## Fiscal Year 2004

# Recycling Industries Reimbursement Credit

## Grant Application

### **Commonwealth of Massachusetts**

Executive Office of Environmental Affairs

Department of Environmental Protection

### **Instructions**

To apply for a fiscal year 2004 (July 1, 2003 – June 30, 2004) Recycling Industries Reimbursement Credit grant, you must follow the instructions below.

**Please complete the following required application documents to apply:**

- The attached application (This application can also be found on DEP's Web site at <http://www.state.ma.us/dep/recycle/business.htm>.)
- W-9 Form **and** Commonwealth Terms and Conditions Form (These two forms can be found on the Commonwealth's Procurement Web site at: <http://www.comm-pass.com/comm-pass/forms.asp> )

**The required application documents are due in DEP's Boston office no later than 5:00p.m. on November 5, 2003.** Applications received after this time **will not** be considered for funding for fiscal year 2004.

- Application packages must include ***all required documents – signed original plus three unbound copies.***
- Address your application to:

Steve Long  
Department of Environmental Protection  
One Winter Street, 10<sup>th</sup> Floor  
Boston, MA 02108

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### **Questions and Assistance**

Applicants are encouraged to attend grant information sessions and contact Steve Long to:

- Confirm eligibility
- Review previous grant applications
- Discuss proposals and get feedback
- Ask questions

Telephone: (617) 292-5734 • Fax: (617) 292-5778 • e-mail: [stephen.long@state.ma.us](mailto:stephen.long@state.ma.us)

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### **Introduction and Background**

The Department of Environmental Protection (DEP) has developed an integrated solid waste management strategy (Beyond 2000: Solid Waste Master Plan) that includes aggressive goals to increase recycling and reuse. As part of DEP's strategy to increase recycling and reuse, the agency has made significant investments in the state's waste reduction infrastructure by providing support to municipalities, consumers, and businesses. Many of the materials generated and collected in Massachusetts face market challenges due to economic and technical barriers. DEP and other state agencies have addressed the barriers associated with market development for materials through an array of financial and technical assistance programs. The Legislature authorized and directed DEP to establish and administer the Recycling Industries Reimbursement Credit (RIRC) grant program to help overcome barriers to recycling or reusing materials and products. DEP seeks to provide grants to recycling processors and manufacturers that will create sustainable markets for these materials and products that will add value to municipal and business recycling and reuse efforts and encourage their recovery. A list of fiscal year 2003 grant awards is included as part of this grant application package.

### **FY 2003 RIRC Awards**

*AMT BioProducts, Corporation* (dba American Marine Technologies) of New Bedford purchased equipment to recycle up to 625 tons per year of fish waste into nutraceuticals and fertilizer. \$80K award/\$70K matching funds.

*Massachusetts Natural Fertilizer Company, Inc.*, of Westminister renovated an existing farm building to recycle 10,000 tons per year of food waste from institutions (colleges and universities, prisons and school cafeterias) and grocery stores into compost. \$40K award/\$8K matching funds.

*ProPel PlasTech* of South Deerfield purchased grinding equipment to recycle 1,200 tons per year of scrap plastic from Massachusetts manufacturers into ground plastic that is being reincorporated into the products from which it was generated (barrels, film and other mixed plastics). \$30K award/\$70K matching funds.

### **Mandatory Eligibility Requirements**

RIRC eligibility requirements for applicants, materials, and activities are outlined in the RIRC regulations 310 CMR 17.00 (regulations available at: <http://www.state.ma.us/dep/recycle/regs.htm#grants>). RIRC applicants must meet all mandatory eligibility requirements to be considered for an award. ***Please review the requirements carefully as ineligible applications will not be evaluated for an award.*** The Commonwealth makes no guarantee that any grants will be awarded to any applicant.

### **Applicant Requirements**

- Applicant must employ at least fifty percent of its full-time equivalent non-salaried workforce at the site in the Commonwealth for which the grant is being utilized.
- Applicant must be a company or corporation (for-profit or non-profit).
- Applicant must have been in substantial compliance with federal and state environmental laws for the previous three years.
- Applicant, at the time of award, must have authorization to conduct grant-related activities from local officials and the Department.

### **Material Requirements**

- Applicant must use only those materials that are designated by the Department in **Section 1.3 of the Grant Application**.
- Grant funding is **not available** for projects using **metals and/or hazardous waste**.
- The list of DEP-Designated Materials may change from year to year, and will remain valid for the fiscal year in which they are published in the grant application.

### **Activity Requirements**

Applicants must conduct recycling or reuse activities as defined below:

- **Eligible Activities** are defined as either or both:
  - *Processing* Activities, which include those reclaiming activities which densify, shred, bale, culletize or otherwise process "Designated Materials."
  - *Manufacturing* Activities, which include those activities which manufacture products with "Designated Materials."
  - *Reuse* means those activities that use an item again, either in its original state or with refurbishment, for its original purpose or for a non-traditional purpose.
- **Applicants are not eligible for grant funding for the following activities:**
  - the use of their own internally generated scrap materials **or** materials that are already on site;
  - the incineration of materials or the manufacturing of a product designed for burning for energy or other purposes; and,
  - collection or brokering activities.

## SECTION ONE: APPLICANT, ACTIVITY AND MATERIALS INFORMATION

### 1.1 Applicant Information

Company/Corporation/Non-Profit Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Company Web Site: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 1.2 Indicate the type of activity(ies) in your grant proposal (see definitions on Mandatory Eligibility Requirements, page 2)

- ☐ Reclaiming/Recycling Processing Activities
- ☐ Reclaiming/Recycling Manufacturing Activities
- ☐ Reuse

### 1.3 Indicate the type of material(s) in your proposal. Only those materials listed below are eligible for grant funds. Materials not on this list are not eligible for grant funds in FY04 (see definitions on Mandatory Eligibility Requirements, page 2). Metals and hazardous waste are ineligible for grant funding.

#### Composting

- ☐ Food Waste/Residuals (residential and commercially generated, such as grocery stores, restaurants and food processors)

#### Construction and Demolition Debris

- ☐ Asphalt Shingles
- ☐ Wood
- ☐ Gypsum Wallboard
- ☐ Carpet
- ☐ Used Building Products/Components (windows, countertops, sinks, etc.)

#### Commingled and Other Materials

- ☐ Mixed Glass (commingled amber, clear and green container glass; non-container glass)
- ☐ Mixed Paper (commingled newspaper, office paper, cardboard)
- ☐ Mixed Plastics (commingled #s 3 through 7)
- ☐ Mixed Textiles (used clothing, upholstery, mill scrap)
- ☐ Mattresses

### 1.4 Quantities: Current and Proposed Amount of DEP-Designated Materials. Proposals are evaluated, in part, on their ability to establish or increase the use of DEP-designated materials. Using the following table, provide DEP with the amount of DEP-designated materials to be used in your proposal.

**Key to Table below** Provide all data in *annual amount of tons (not pounds)*, unless the material cannot easily be quantified by weight.

**Type:** Name of DEP-designated material

**Average Usage:** Usage prior to grant-funded project.

**Proposed Usage Goal:** Usage goal under grant-proposed project.

**Proposed Increase:** Subtract Average Usage from Usage Goal.

Type	Average Usage	Proposed Usage Goal	Proposed Increase

## SECTION TWO: PROJECT COSTS AND BUDGET

### 2.1 Grant Options

DEP offers the following options to provide a variety of opportunities to address technical and economic barriers.

**Instructions:** Choose **ONE** grant option for which you are applying by checking the appropriate box below.

Potential Grant Amount	SELECT ONE RIRC GRANT OPTION
Up to \$50,000	<input type="checkbox"/> <b>Capital Cost Grant Funds</b> can be used for capital costs such as the purchase of recycling-related equipment and property. <i>Please note that capital grants require grant recipients to meet tonnage goals for two years.</i>
Up to \$50,000	<input type="checkbox"/> <b>Pilot Project Grant Funds</b> can be used for pilot project costs such as recycling-related equipment rental, temporary labor, or consulting services.
Up to \$5,000	<input type="checkbox"/> <b>Product Development and Testing Funds</b> can be used to refine, develop or test products using recovered feedstocks, to increase or improve the use of recovered feedstocks. <i>(This option is similar to the grant program previously offered by the Chelsea Center for Recycling and Economic Development.)</i>

### 2.2 Budget

Please complete the proposed budget. While matching funds are not required, grant proposals will receive a higher score in the review process if matching funds are offered.

**Item(s)** is a list of items (listed individually) requested under RIRC Grant Options (see above, Section 2.1)

**Grant Funds** are requested of the Department of Environmental Protection by the Grant Applicant

**Match Funds** are pledged by the Grant Applicant

**Other Funds** are pledged to the project by outside public or private sector parties

**Total Funds** is the sum of Grant Funds, Match Funds and Other Funds

	Grant Funds (requested from DEP)	Match Funds (provided by grant applicant)	Other Funds (provided by outside parties)	Total Funds
Item(s)				
TOTAL REQUESTS				

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## SECTION THREE: RECYCLING BUSINESS PLAN

In a separate attachment, fully describe in writing the proposal for which you are seeking funding. Applicants are strongly encouraged to respond to all items listed below. ***This section should not exceed four pages (any additional documentation or attachments do not count toward the page limit).***

### 3.1 Business Plan Summary

The proposal summary will provide reviewers with an overview of your company's proposal

- a) In one paragraph, describe any present uses of DEP-designated materials/feedstocks for which the proposal intends to use grant funds. If there are no current activities, please indicate so.
- b) In one paragraph, describe how the use of grant funds will increase the use of DEP-designated materials/feedstocks.

### 3.2 Business Plan Narrative Essay

#### Purpose of the Grant:

- Describe the purpose and use of grants funds, goals and scope of the project, and expected benefits
  - *For Capital Grants*, describe the equipment or property requested
  - *For Pilot Testing Grants*, describe the items requested
  - *For Product Testing Grants*, list all tests requested, purpose of tests and testing service provider

#### Potential market impact

- Quantify the amount of recycling activity anticipated as a result of the use of grant funds: 1) the increase in tons per year of throughput DEP-designated materials/feedstocks; and, 2) an estimate of the amount or percentage those materials generated from sources within Massachusetts.
- Describe the ability and capacity to meet the proposal's tonnage goals of DEP-designated materials/feedstocks.

#### Investment justification

- Describe whether the material would be disposed if the grant is not given.
- Provide evidence of cash flow, including revenue generated from tip fees and sale of commodity/product and capital.

#### Time Line (grant funds must be spent by June 30, 2004)

- Include the major milestones, such as the dates when grant-funded equipment will be ordered, delivered and operational and/or the dates when phases of deliverables, such as reports, will be completed.

#### Qualifications

- Describe and document the relevance of the experience, qualifications and skills of the proposal's managers to the grant-funded activity (resumes may be attached).

#### Feasibility

- Describe the likelihood that the proposal will accomplish the projected results.
- Provide the status of any required approval(s) or authorization(s) of the proposed activity by state or local authorities, including any appropriate documentation.

#### Sourcing

- Identify the source(s) and/or generator(s) of DEP-designated materials/feedstocks. Indicate the following, to the extent possible: 1) the amount/percentage of material generated in Massachusetts; and, 2) an estimate of the breakdown from commercial and/or residential generators. Include any documentation from sources and/or generators, such as copies of letters of commitment or contracts indicating long-term arrangements.

#### Markets

- Identify the buyer(s) or market(s) for the proposed end-products. Include any documentation from end-users that your product will be purchased, such as copies of letters of commitment or contracts indicating long-term arrangements.

#### Sustainability/Longevity

- Provide evidence of the sustainability and flexibility of the business plan in terms of its capacity to withstand: economic and technical challenges

#### Financial Leverage

- Demonstrate financial support for the project that will leverage resources from outside sources (for example: private entities such as trade associations or banks and public entities such as federal or state government):
  - financial support (such as matching contributions, loans or grants); and, in-kind support (such as feedstock, labor, property, etc.).